

How You Can Help Your Employees Get A Personal Earnings And Benefit Estimate Statement

Employees can request a *Personal Earnings and Benefit Estimate Statement* by completing and mailing a Form SSA--7004--SM. You can obtain a supply of those forms from the Social Security Administration. Up to 500 forms are available from local Social Security offices or by calling SSA's toll-free number, **1--800--772--1213**.

From

501 to 4,999 forms can be ordered by writing to SSA, Office of Central Records Operations, Metro West Building, 300 North Greene Street, Baltimore, Maryland 21201, Attention: Division of Operations Support, 7004 Operations.

If more than 5,000 forms are needed, the request should be

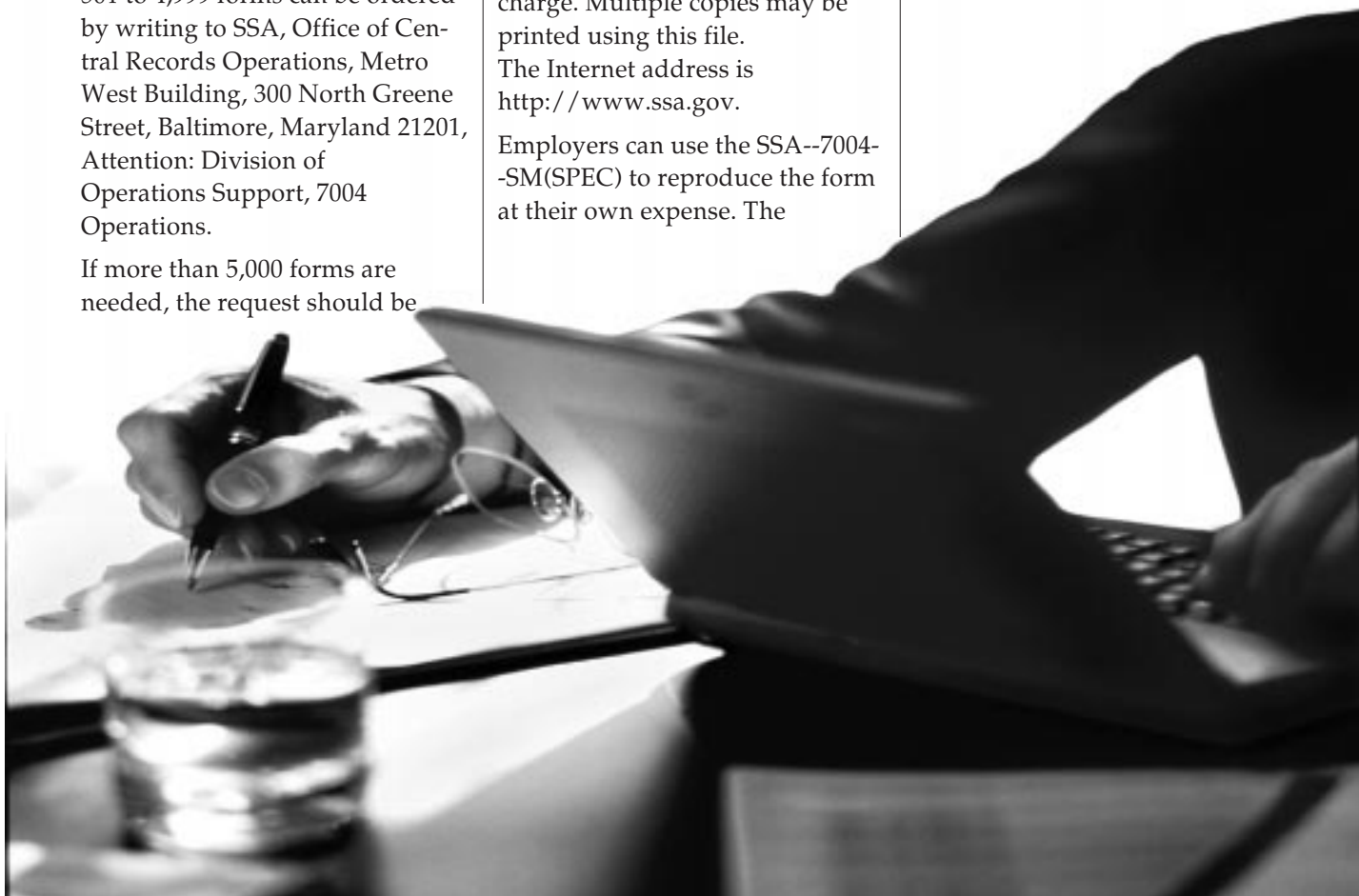
sent to SSA, Office of Publications and Logistics Management, 227 Supply Building, 6401 Security Boulevard, Baltimore, Maryland 21235, Attention: Division of Logistics Services.

The form also is available on the Internet in English and Spanish. The Adobe Acrobat Reader, which is required to print the form, is available on the Internet free of charge. Multiple copies may be printed using this file.

The Internet address is <http://www.ssa.gov>.

Employers can use the SSA--7004--SM(SPEC) to reproduce the form at their own expense. The

reproduction must meet certain printing standards for the form and the envelope. The SPEC form can be ordered from SSA, Office of Publications and Logistics Management, Room 1--A--21 Operations Building, 6401 Security Boulevard, Baltimore, Maryland 21235, Attention: Design and Development Branch, FAX (410) 965--6400.



How You Can Help Your Employees Get A Personal Earnings And Benefit Estimate Statement

If the employer prints the form in a publication and does not follow the printing standards, the word "Sample" must appear across the form and recipients should be told not to use the sample form. Instead, they should call SSA's toll-free number, **1--800--772--1213**, to request the actual form. They should also be told the form is free.

NOTE: Failure to follow the Form SSA--7004--SM (SPEC) standards or printing the form to SPEC without a SPEC standard envelope may result in no response (if the item is mutilated in processing) or a delayed response.

Form SSA--7004--SM and Form SSA--7004--SM (SPEC) are available in both English and Spanish. Requesters will receive the English form unless they specifically ask for the Spanish version.